

**CANADIAN MENTAL HEALTH ASSOCIATION  
- CARIBOO CHILCOTIN BRANCH**

**Financial Statements**

**Year Ended March 31, 2014**

**CANADIAN MENTAL HEALTH ASSOCIATION - CARIBOO CHILCOTIN BRANCH**  
**Index to Financial Statements**  
**Year Ended March 31, 2014**

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## MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

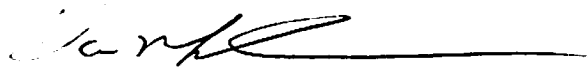
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The financial statements of Canadian Mental Health Association - Cariboo Chilcotin Branch have been prepared in accordance with Canadian generally accepted accounting principles. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances. These statements include certain amounts based on management's estimates and judgments. Management has determined such amounts based on a reasonable basis in order to ensure that the financial statements are presented fairly in all material respects.

The integrity and reliability of Canadian Mental Health Association - Cariboo Chilcotin Branch's reporting systems are achieved through the use of formal policies and procedures, the careful selection of employees and an appropriate division of responsibilities. These systems are designed to provide reasonable assurance that the financial information is reliable and accurate.

The Board of Directors is responsible for ensuring that management fulfills its responsibility for financial reporting and is ultimately responsible for reviewing and approving the financial statements. The Board carries out this responsibility principally through its Finance Committee. The Finance Committee is appointed by the Board and meets periodically with management and the Associations' auditors to review significant accounting, reporting and internal control matters. Following its review of the financial statements and discussions with the auditors, the Finance Committee reports to the Board of Directors prior to its approval of the financial statements. The Committee also considers, for review and approval by the Board, the engagement or re-appointment of the external auditors.

The financial statements have been audited on behalf of the Board of Directors by PMT Chartered Accountants / Business Advisors LLP, in accordance with Canadian generally accepted auditing standards.



Executive Director



Chair person - Board of Directors



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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Canadian Mental Health Association - Cariboo Chilcotin Branch

We have audited the accompanying financial statements of Canadian Mental Health Association - Cariboo Chilcotin Branch, which comprise the statement of financial position as at March 31, 2014 and the statements of revenue and expenditures, changes in net assets and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

*(continues)*

Independent Auditor's Report to the Members of Canadian Mental Health Association - Cariboo Chilcotin Branch (continued)

Basis for Qualified Opinion

In common with many charitable organizations, the Association derives revenue from cash donations and fundraising activities the completeness of which is not susceptible of satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Association and we were not able to determine whether any adjustments might be necessary to contributions, excess of revenues over expenses, current assets and net assets.

Qualified Opinion

In our opinion, except for the effect of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of the contributions referred to in the preceding paragraph, the financial statements present fairly, in all material respects, the financial position of Canadian Mental Health Association - Cariboo Chilcotin Branch as at March 31, 2014 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Report on Other Legal Requirements

As required by the Society Act (British Columbia), we report that, in our opinion, the accounting principles in Canadian accounting standards for not-for-profit organizations have been applied on a consistent basis.

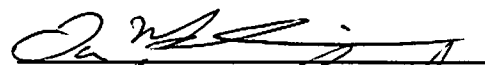
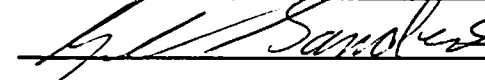
Williams Lake, BC  
September 22, 2014

  
PMT CHARTERED ACCOUNTANTS /  
BUSINESS ADVISORS LLP

**CANADIAN MENTAL HEALTH ASSOCIATION - CARIBOO CHILCOTIN BRANCH****Statement of Financial Position****March 31, 2014**

|   | 2014              | 2013              |
|---|-------------------|-------------------|
| <b>ASSETS</b>                                     |                   |                   |
| Current   |                   |                   |
| Cash  | \$ 315,067        | \$ 252,181        |
| Accounts receivable (Note 5)                      | 44,754            | 65,438            |
| Prepaid expenses                                  | 18,507            | 17,085            |
|   | <u>378,328</u>    | <u>334,704</u>    |
| Capital assets (Note 6)                           | 159,167           | 164,772           |
| Long term investments (Note 7)                    | 2,800             | 2,800             |
|   | <u>\$ 540,295</u> | <u>\$ 502,276</u> |
| <b>LIABILITIES</b>                                |                   |                   |
| Current   |                   |                   |
| Accounts payable and accrued liabilities (Note 8) | \$ 174,846        | \$ 172,543        |
| Damage deposits repayable                         | 6,824             | 6,781             |
| Deferred income (Note 9)                          | 118,873           | 127,428           |
| Subsidy repayable                                 | 16,018            | -                 |
|   | <u>316,561</u>    | <u>306,752</u>    |
| Deferred capital contributions (Note 10)          | 100,758           | 100,078           |
|   | <u>417,319</u>    | <u>406,830</u>    |
| Lease commitments and contingencies (Note 11)     |                   |                   |
| <b>NET ASSETS</b>                                 |                   |                   |
| Unrestricted net assets                           | 44,568            | 10,752            |
| Invested in capital assets                        | 58,408            | 64,694            |
| Restricted Fund                                   | 20,000            | 20,000            |
|   | <u>122,976</u>    | <u>95,446</u>     |
|   | <u>\$ 540,295</u> | <u>\$ 502,276</u> |

**APPROVED BY THE DIRECTORS**

 Director  
 Director

**CANADIAN MENTAL HEALTH ASSOCIATION - CARIBOO CHILCOTIN BRANCH****Statement of Changes in Net Assets****Year Ended March 31, 2014**

|   | Unrestricted<br>Net Assets | Invested in<br>Capital Assets | Restricted<br>Fund | 2014              | 2013             |
|---|----------------------------|-------------------------------|--------------------|-------------------|------------------|
| <b>Net assets -</b>                         |                            |                               |                    |                   |                  |
| beginning of year                           | \$ 10,752                  | \$ 64,694                     | \$ 20,000          | \$ 95,446         | \$ 108,285       |
| Excess of revenue<br>over<br>expenditures   | 66,159                     | (22,611)                      | -                  | 43,548            | (7,939)          |
| Subsidy repaid<br>(refundable)<br>(Note 12) | (16,018)                   | -                             | -                  | (16,018)          | (4,900)          |
| Transfers<br>(Note 13)                      | (16,325)                   | 16,325                        | -                  | -                 | -                |
| <b>Net assets - end of<br/>year</b>         | <b>\$ 44,568</b>           | <b>\$ 58,408</b>              | <b>\$ 20,000</b>   | <b>\$ 122,976</b> | <b>\$ 95,446</b> |

**CANADIAN MENTAL HEALTH ASSOCIATION - CARIBOO CHILCOTIN BRANCH**

**Statement of Revenue and Expenditures**

**Year Ended March 31, 2014**

|   | 2014             | 2013              |
|---|------------------|-------------------|
| <b>Revenue</b>  |                  |                   |
| Interior Health Authority   | \$ 768,415       | \$ 757,410        |
| Jubilee Place ( <i>Schedule 1</i> )                                     | 422,175          | 424,905           |
| Province of British Columbia  | 199,916          | 197,456           |
| Contracts - Other   | 154,281          | 115,992           |
| Fees  | 116,156          | 114,673           |
| Homeless Outreach ( <i>Schedule 2</i> )                                 | 79,729           | 83,537            |
| Gaming  | 57,640           | 33,141            |
| Miscellaneous   | 33,779           | 14,856            |
| Administration fee  | 23,100           | 23,100            |
| Grants  | 20,893           | 7,901             |
| Rental revenue  | 14,850           | 11,112            |
| Donations   | 8,573            | 5,858             |
| Fundraising   | 5,677            | -                 |
| Office rent recovery  | 5,310            | 5,300             |
| Amortization of deferred capital contributions                          | 7,728            | 6,731             |
|   | <u>1,918,222</u> | <u>1,801,972</u>  |
| <b>Expenditures</b>   |                  |                   |
| Activity costs  | 7,673            | 7,914             |
| Advertising and promotion   | 2,274            | 8,496             |
| Amortization  | 19,787           | 21,337            |
| Bad debts   | 4,108            | -                 |
| Bank charges  | 2,341            | 2,266             |
| Client expenses   | 9,771            | 5,441             |
| Equipment rentals   | 3,742            | 3,024             |
| Finance services ( <i>Note 7</i> )                                      | 62,987           | 73,236            |
| Furniture and equipment   | 8,272            | 4,703             |
| Homeless Outreach ( <i>Schedule 2</i> )                                 | 81,879           | 82,959            |
| Insurance   | 8,303            | 9,152             |
| Jubilee Place ( <i>Schedule 1</i> )                                     | 410,506          | 438,633           |
| Memberships   | 3,395            | 3,268             |
| Office and miscellaneous  | 74,264           | 50,055            |
| Professional fees   | 7,612            | 7,628             |
| Projects  | 4,167            | 1,300             |
| Property taxes  | 792              | 886               |
| Rental  | 89,130           | 80,512            |
| Repairs and maintenance   | 10,991           | 11,150            |
| Resource materials  | 119              | 1,069             |
| Telephone and utilities   | 42,287           | 47,119            |
| Training  | 14,323           | 8,165             |
| Travel  | 15,305           | 25,321            |
| Vehicle   | 11,638           | 6,768             |
| Wages and benefits  | 968,983          | 909,509           |
|   | <u>1,864,649</u> | <u>1,809,911</u>  |
| <b>Excess (deficiency) of revenue over expenditures from operations</b> | <b>53,573</b>    | <b>(7,939)</b>    |
| <b>Other income (expenses)</b>  |                  |                   |
| Loss on disposal of assets  | <u>(10,025)</u>  | -                 |
| <b>Excess (deficiency) of revenue over expenditures</b>                 | <b>\$ 43,548</b> | <b>\$ (7,939)</b> |



**CANADIAN MENTAL HEALTH ASSOCIATION - CARIBOO CHILCOTIN BRANCH****Statement of Cash Flows****Year Ended March 31, 2014**

|  | <b>2014</b>       | <b>2013</b>       |
|--|-------------------|-------------------|
| <b>Cash flows from operating activities</b>      |                   |                   |
| Excess (deficiency) of revenue over expenditures | \$ 43,548         | \$ (7,939)        |
| Items not affecting cash:                        |                   |                   |
| Amortization of capital assets                   | 35,974            | 30,073            |
| Loss on disposal of assets                       | 10,025            | -                 |
| Amortization of deferred capital contributions   | <u>(23,388)</u>   | <u>(15,168)</u>   |
|  | <u>66,159</u>     | <u>6,966</u>      |
| Changes in non-cash working capital:             |                   |                   |
| Accounts receivable                              | 20,684            | 9,112             |
| Accounts payable and accrued liabilities         | 2,302             | 60,784            |
| Deferred income                                  | (8,555)           | (7,554)           |
| Prepaid expenses                                 | (1,422)           | (2,152)           |
| Damage deposits repayable                        | 43                | 152               |
| Subsidy repayable                                | <u>16,018</u>     | <u>-</u>          |
|  | <u>29,070</u>     | <u>60,342</u>     |
| Cash flow from operating activities              | <u>95,229</u>     | <u>67,308</u>     |
| <b>Cash flows from investing activity</b>        |                   |                   |
| Purchase of capital assets                       | <u>(40,393)</u>   | <u>(47,120)</u>   |
| <b>Cash flows from financing activities</b>      |                   |                   |
| Capital funding                                  | 24,068            | 43,017            |
| Subsidy repaid                                   | <u>(16,018)</u>   | <u>(4,900)</u>    |
| Cash flow from financing activities              | <u>8,050</u>      | <u>38,117</u>     |
| <b>Increase in cash flow</b>                     | <b>62,886</b>     | <b>58,305</b>     |
| Cash - beginning of year                         | <u>252,181</u>    | <u>193,876</u>    |
| <b>Cash - end of year</b>                        | <b>\$ 315,067</b> | <b>\$ 252,181</b> |
| <b>Cash flows supplementary information</b>      |                   |                   |
| Interest received                                | <u>\$ (953)</u>   | <u>\$ (1,109)</u> |
| Interest paid                                    | <u>\$ -</u>       | <u>\$ -</u>       |

# CANADIAN MENTAL HEALTH ASSOCIATION - CARIBOO CHILCOTIN BRANCH

## Notes to Financial Statements

Year Ended March 31, 2014

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### 1. Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (GAAP).

### 2. Purpose of organization

Canadian Mental Health Association - Cariboo Chilcotin Branch provides programs and services that foster individual growth and promote wellness, leading to the development of strong families and healthy communities.

The Association is incorporated under the Society Act of British Columbia and is a registered charity under the Income Tax Act. The Association is exempt from income tax provided certain requirements of the Income Tax Act are met.

### 3. Significant accounting policies

#### Cash and cash equivalents

Cash and cash equivalents consist of cash on hand less outstanding cheques and deposits with a maturity of less than three months at the time of purchase. When outstanding cheques are in excess of cash on hand, the excess is reported in bank indebtedness.

#### Capital assets

Capital assets are stated at cost or deemed cost less accumulated amortization. Capital assets are amortized over their estimated useful lives on a straight-line basis at the following rates and methods:

|                        |     |
|------------------------|-----|
| Buildings              | 8%  |
| Furniture and fixtures | 15% |
| Leasehold improvements | 15% |
| Library                | 10% |
| Motor vehicles         | 26% |

The Association regularly reviews its capital assets to eliminate obsolete items.

Capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

#### Contributed services

The Association and its members benefit from contributed goods and services in the form of volunteer time for various committees and assisting in carrying out its Crisis Line program. Contributed services are not recognized in these financial services. Provision is made for contributed capital assets (Note 10).

*(continues)*

# CANADIAN MENTAL HEALTH ASSOCIATION - CARIBOO CHILCOTIN BRANCH

## Notes to Financial Statements

Year Ended March 31, 2014

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### 3. Significant accounting policies *(continued)*

#### Revenue recognition

The Association follows the deferral method of accounting for contributions. Revenue consists of contributions received from various government agencies as well as other sources.

Revenue is recognized when receivable if the amount can be reasonably estimated and collection is reasonably assured, except in the case of externally restricted contributions, when the funder has specified that funds be used for a specific use and not all funds have been expended for that purpose. Revenue unearned in the current period are recorded as deferred contributions.

Contributions restricted for the purchase of capital assets are deferred and amortized to revenue on the same basis as the related assets are depreciated.

#### Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

### 4. Financial instruments

#### Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Association is exposed to credit risk from customers. In order to reduce its credit risk, the Association reviews a new customer's credit history before extending credit and conducts regular reviews of its existing customers' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The Association has a significant number of customers which minimizes concentration of credit risk.

There is no change in the risk exposure from the previous period.

#### Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Association manages exposure through its normal operating and financing activities. The Association is exposed to interest rate risk primarily through its floating interest rate bank indebtedness and credit facilities.

There is no change in the risk exposure from the previous period.

### 5. Accounts receivable

|                        | <u>2014</u>      | <u>2013</u>      |
|------------------------|------------------|------------------|
| Trade receivables      | \$ 10,371        | \$ 9,564         |
| Government receivables | 34,383           | 55,874           |
|                        | <u>\$ 44,754</u> | <u>\$ 65,438</u> |

**CANADIAN MENTAL HEALTH ASSOCIATION - CARIBOO CHILCOTIN BRANCH**

**Notes to Financial Statements**

**Year Ended March 31, 2014**

**6. Capital assets**

|                        | Cost              | Accumulated<br>amortization | 2014<br>Net book<br>value | 2013<br>Net book<br>value |
|------------------------|-------------------|-----------------------------|---------------------------|---------------------------|
| Buildings              | \$ 67,392         | \$ 67,235                   | \$ 157                    | \$ 210                    |
| Furniture and fixtures | 282,988           | 224,873                     | 58,115                    | 68,647                    |
| Leasehold improvements | 134,976           | 40,816                      | 94,160                    | 89,713                    |
| Library                | 15,011            | 15,011                      | -                         | -                         |
| Motor vehicles         | 42,067            | 35,332                      | 6,735                     | 6,202                     |
|                        | <b>\$ 542,434</b> | <b>\$ 383,267</b>           | <b>\$ 159,167</b>         | <b>\$ 164,772</b>         |

Contributed capital assets of \$NIL have been capitalized during the year (2013 - \$NIL).

Write-downs of \$NIL have been recorded during the year (2013 - \$NIL).

**7. Long term investments**

|  | 2014            | 2013            |
|--|-----------------|-----------------|
| Central Interior Community Services Co-Op<br>(16% ownership) | <b>\$ 2,800</b> | <b>\$ 2,800</b> |

Five non-profit charitable organizations serving children and families, youth and adults in the Williams Lake area have been meeting since April 2002 to explore new ways of working together to enhance services to clients. They established the Central Interior Community Services Co-Op in 2004 which is responsible for providing administrative and financial services for the five founding members and share the costs of administration and finance. The five founding members are the Boys and Girls Club of Williams Lake and District, Canadian Mental Health Association - Cariboo Chilcotin Branch, Cariboo Chilcotin Child Development Centre Association, Contact Women's Group Society, and Williams Lake Association for Community Living.

**8. Accounts payable and accrued liabilities**

|                        | 2014              | 2013              |
|------------------------|-------------------|-------------------|
| Trade payables         | <b>\$ 141,057</b> | <b>\$ 152,376</b> |
| Government remittances | <b>33,789</b>     | <b>20,167</b>     |
|                        | <b>\$ 174,846</b> | <b>\$ 172,543</b> |

**CANADIAN MENTAL HEALTH ASSOCIATION - CARIBOO CHILCOTIN BRANCH****Notes to Financial Statements****Year Ended March 31, 2014****9. Deferred income**

|  | <u>2014</u>       | <u>2013</u>       |
|--|-------------------|-------------------|
| BC Housing Management Commission - Monthly subsidy - Jubilee Place                     | \$ 20,657         | \$ 20,146         |
| BC Housing Management Commission - Subsidy - Jubilee House                             | 930               | 812               |
| BC Housing Management Commission - monthly subsidy - Homeless outreach                 | 6,617             | 6,617             |
| City of Williams Lake - electrical reimbursement                                       | 13,215            | -                 |
| Interior Health Authority - Interior Crisis Line                                       | -                 | 3,800             |
| Ministry of Public Safety and Solicitor General - Gaming Policy and Enforcement Branch | 62,112            | 65,002            |
| Miscellaneous donations  | -                 | 5,759             |
| Ministry of Immigration and Multicultural Services (Embrace BC)                        | 10,116            | 5,590             |
| Other projects/programs  | 4,009             | 7,944             |
| Tenant rents   | 1,217             | 11,758            |
|  | <u>\$ 118,873</u> | <u>\$ 127,428</u> |

**10. Deferred capital contributions**

Deferred contributions represent contributions received to purchase capital assets and are deferred and amortized to revenue on the same basis as the related assets are amortized. The changes for the year in the deferred contributions are as follows:

|  | <u>2014</u>       | <u>2013</u>       |
|--|-------------------|-------------------|
| Balance, beginning of year               | \$ 100,078        | \$ 72,229         |
| Deferred capital contributions additions | 22,840            | 43,017            |
| Amount amortized to revenue              | (22,160)          | (15,168)          |
| Balance, end of year                     | <u>\$ 100,758</u> | <u>\$ 100,078</u> |

# CANADIAN MENTAL HEALTH ASSOCIATION - CARIBOO CHILCOTIN BRANCH

## Notes to Financial Statements

Year Ended March 31, 2014

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### 11. Lease commitments and contingencies

- a) The Association has a lease for certain office equipment for a sixty month term commencing October 1, 2011. Monthly payments of \$37 plus applicable taxes apply.
- b) The Association has a lease for certain office equipment for a sixty month term commencing February 1, 2014. Monthly payments of \$290 plus applicable taxes apply.
- c) The Association has a lease for Jubilee House for a five year term commencing January 15, 2010. Monthly lease payments of \$1,750 plus applicable taxes commence on July 15, 2010 and \$3,000 per month plus applicable taxes commencing on January 15, 2011.
- d) The Association has a tenancy agreement for office space with Cariboo Chilcotin Child Development Centre Association, a member of the Central Interior Services Co-Op. The agreement is \$41,000 per annum.
- e) Management of the Association is not aware of any claims or potential claims that if not successfully defended would have a material effect on the financial statements. If a claim was paid as a result of the outcome of litigation it would be treated as an expenditure
- f) Management has not set up an accrued liability for accumulated sick pay or special leave pay for its employees as the current employment policy does not require sick pay or special leave pay to be paid out if employees leave. As of March 31, 2014 the sick pay and special leave pay totaled \$105,504 (2013 - \$107,435) and \$32,170 (2013 - \$37,318), respectively.

### 12. Subsidy repaid (refundable)

BC Housing Management Commission conducts an annual review of the financial statements and may adjust for any operating surplus or deficit. Prior year's funding adjustments are recognized in the fiscal year they are determined. The annual review of the 2012 and 2013 financial statements has been completed and the adjustment of prior year's grant revenue was \$16,018 (2013 - \$4,900).

### 13. Transfers

During the year, the Association's management approved \$16,325 (2013 - \$4,103) to be transferred from Unrestricted Net Assets to Invested in Capital Assets to offset the cost of capital asset additions.

During the year, the Association's management approved \$NIL (2013 - \$20,000) to be transferred from Unrestricted Net Assets to the Restricted Fund to partially cover accrued liability for accumulated sick time payable and special leave.

# CANADIAN MENTAL HEALTH ASSOCIATION - CARIBOO CHILCOTIN BRANCH

## Notes to Financial Statements

Year Ended March 31, 2014

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### 14. Associated party transactions

During the year, the Association entered into the following transactions with associated parties:

- a) The Association paid \$65,328 (2013 - \$64,026) for financial services; \$1,547 (2013 - \$567) for supplies, services and telephone expenses; and \$NIL (2013 - \$15,249) for wages and benefits to the Central Interior Community Services Co-Op, an affiliated society. The Association recovered \$NIL (2013 - \$4,750) for wages and benefits; \$362 (2013 - \$3,798) for supplies, services and telephone expenses; and \$450 (2013 - \$NIL) in meeting room rental from the Co-op.
- b) The Association paid \$429 (2013 - \$995) for supplies, services and telephone expenses to the Boys and Girls Club of Williams Lake and District, a member of the Central Interior Community Services Co-Op. The Association recovered \$726 (2013 - \$161) for supplies, services and telephone expenses and \$200 (2013 - \$NIL) for meeting room rental.
- c) The Association paid \$2,773 (2013 - \$3,625) for supplies, services and telephone expenses and \$38,570 for rent (2013 - \$32,950) to Cariboo Chilcotin Child Development Centre Association, a member of the Central Interior Community Services Co-Op. The Association recovered \$518 (2013 - \$571) for supplies, services and telephone expenses.
- d) The Association paid \$412 (2013 - \$153) for supplies, services and telephone expenses to Contact Women's Group Society, a member of the Central Interior Community Services Co-Op. The Association recovered \$379 (2013 - \$22) for supplies, services and telephone expenses and \$200 (2013 - \$NIL) for meeting room rental.
- e) The Association paid \$12,515 (2013 - \$16,944) for supplies, services and telephone expenses to the Williams Lake Association for Community Living, a member of the Central Interior Community Services Co-Op. The Association recovered \$524 (2013 - \$NIL) for supplies, services and telephone expenses and \$2,100 (2013 - \$NIL) for meeting room rental.
- f) As of March 31, 2014, included in accounts receivable is \$816 (2013 - \$NIL) due to associated parties. These amounts are subject to normal trade and occurred during the normal course of operations.

### 15. Funds held in trust

The Association holds funds in their bank account in trust for some clients. There is a formal trust agreement in place outlining that these funds are not to be used and do not earn interest. These funds have been deposited into the Associations bank account however, they belong to the client and as such, are not part of the operations of the Association. The Association is responsible for the proper administration of these funds.

|                                | 2014        | 2013        |
|--------------------------------|-------------|-------------|
| Client trust funds (asset)     | \$ 2,527    | \$ 2,298    |
| Client trust funds (liability) | (2,527)     | (2,298)     |
|                                | <u>\$ -</u> | <u>\$ -</u> |

# **CANADIAN MENTAL HEALTH ASSOCIATION - CARIBOO CHILCOTIN BRANCH**

## **Notes to Financial Statements**

**Year Ended March 31, 2014**

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### **16. Capital disclosure**

The Association considers its capital to be the balance maintained in its Unrestricted Net Assets. The primary objective of the Association is to invest its capital in a manner that will allow it to continue as a going concern and comply with its stated objectives. Capital is invested under the direction of the Board of Directors of the Association with the objective of providing a reasonable rate of return, minimizing risk and ensuring adequate liquid investments are on hand for current cash flow requirements. The Association is not subject to any externally imposed requirements of its capital.

### **17. Economic dependence**

A significant portion, \$1,346,541 of the total \$1,958,820; 69% (2013 - 73%) of the Association's gross operating revenue is comprised of funding from The Province of British Columbia. The Association's ability to continue operations is dependent upon the continuation of such funding.

### **18. Comparative figures**

Some of the comparative figures have been reclassified to conform to the current year's presentation.



**CANADIAN MENTAL HEALTH ASSOCIATION - CARIBOO CHILCOTIN BRANCH**

Jubilee Place

*(Schedule 1)*

Year Ended March 31, 2014

|   | 2014             | 2013               |
|---|------------------|--------------------|
| <b>Revenue</b>  |                  |                    |
| BC Housing Management Commission                        | \$ 218,670       | \$ 204,551         |
| Residence fee   | 157,082          | 153,167            |
| BC Housing - capital repairs                            | 22,500           | 47,330             |
| Miscellaneous income                                    | 8,245            | 6,915              |
| Fundraising   | -                | 4,504              |
| Interest income   | 1                | 1                  |
| Donations   | 17               | -                  |
| Amortization of deferred capital contributions          | 15,660           | 8,437              |
|   | <u>422,175</u>   | <u>424,905</u>     |
| <b>Expenditures</b>                                     |                  |                    |
| Accommodation   | 3,000            | 3,000              |
| Accounting and reception services                       | 4,000            | 4,000              |
| Activity costs  | 2,451            | 4,323              |
| Administration fee                                      | 16,950           | 16,950             |
| Amortization  | 16,186           | 8,737              |
| Bad debts   | 2,791            | 1,123              |
| Capital repairs - air conditioners                      | -                | 10,665             |
| Capital repairs - doors                                 | -                | 11,960             |
| Capital repairs - gazebo                                | -                | 1,182              |
| Capital repairs - stairwell                             | -                | 16,649             |
| Capital repairs - tubs and surrounds                    | 24,842           | -                  |
| Capital repairs - windows                               | -                | 6,873              |
| Equipment rentals                                       | 700              | 700                |
| Furniture and equipment                                 | 401              | 1,572              |
| Insurance   | 5,958            | 5,276              |
| Memberships   | 382              | 392                |
| Office and miscellaneous                                | 4,331            | 7,683              |
| Professional fees                                       | 6,900            | 6,900              |
| Repairs and maintenance                                 | 22,605           | 20,670             |
| Telephone and utilities                                 | 46,490           | 46,933             |
| Training  | 607              | 2,370              |
| Travel  | 305              | 2,398              |
| Vehicle   | 116              | 478                |
| Wages and benefits                                      | 251,491          | 257,799            |
|   | <u>410,506</u>   | <u>438,633</u>     |
| <b>Excess (deficiency) of expenditures over revenue</b> | <b>\$ 11,669</b> | <b>\$ (13,728)</b> |

**CANADIAN MENTAL HEALTH ASSOCIATION - CARIBOO CHILCOTIN BRANCH****Homeless Outreach****(Schedule 2)****Year Ended March 31, 2014**

|   | <b>2014</b>       | <b>2013</b>   |
|---|-------------------|---------------|
| <b>Revenue</b>  |                   |               |
| BC Housing Management Commission                        | \$ 79,400         | \$ 79,400     |
| Donations   | 329               | 3,130         |
| Fundraising   | -                 | 1,007         |
|   | <u>79,729</u>     | <u>83,537</u> |
| <b>Expenditures</b>                                     |                   |               |
| Accommodation   | 2,310             | 2,300         |
| Administration  | 6,150             | 6,150         |
| Client expenses   | 15,232            | 17,572        |
| Finance services  | 2,040             | 2,040         |
| Insurance   | 550               | 550           |
| Office and miscellaneous                                | 89                | 80            |
| Telephone and utilities                                 | 2,274             | 2,540         |
| Training  | 1,573             | -             |
| Travel  | 301               | 1,787         |
| Wages and benefits                                      | 51,360            | 49,940        |
|   | <u>81,879</u>     | <u>82,959</u> |
| <b>Excess (deficiency) of expenditures over revenue</b> | <u>\$ (2,150)</u> | <u>\$ 578</u> |